

Adopted: September 2001 , Revised: \_\_\_\_\_**Class Title: Superintendent of Parks and Urban Forestry****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Manages the City's landscape services and urban forestry programs including trees, turf, shrubbery and flowers. Coordinates work with other City departments and State agencies and provides information as requested.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.*

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Plans and directs operations by developing the Bureau's business strategy and annual work plan, aligning them with resources, reviewing and evaluating results, obtaining equipment and materials necessary to accomplish goals, allocating the budget and making changes as needed.
2	L	Manages staff by supervising personnel, inspecting areas for deficiencies, recommending new hires, promotions, bonuses, and provides assistance with professional development.
3	L	Coordinates Bureau with other agencies and assists management and City Council by attending meetings to coordinate activities and minimize conflict, conducting research and providing information about programs, activities, and customer concerns.

Adopted: September 2001 , Revised: \_\_\_\_\_**CLASS REQUIREMENTS:**

<b>CLASS REQUIREMENTS</b>	
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Five years experience.
Certifications and Other Requirements	Valid Driver's License, Certified Leisure Professional
Reading	Work requires the ability to read management theory, technical papers, instructions and inquiries.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division as well as basic algebra, geometry and trigonometry.
Writing	Work requires the ability to write reports and letters.
Managerial	Managerial responsibilities include coordinating and managing employees.
Budget Responsibility	Oversees budget preparation of bureau budget and reviews and approves expenditures of significant budgeted funds for the bureau and may research and prepare recommendations for city-wide budget expenditures.
Supervisory / Organizational Control	Work requires managing and monitoring work performance by directing subordinate supervisors or administrators, including making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.
Complexity	Work is widely varied, involving analyzing and evaluating many complex and significant variables. City-wide policies, procedures, or precedents are developed and/or recommended.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. In addition, these incumbents work with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

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Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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*This is a description of the way the job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Customer Service, informal meetings, observations
Sitting	C	Computer, desk work, driving, filing, reading, answering telephone
Walking	F	Inspections, meetings, presentations, inter-office
Lifting	R	Office supplies, office equipment, testing saws, drawings, documents, reports, files, boos, professional tools
Carrying	R	Office supplies, office equipment, testing saws, drawings, documents, reports, files, boos, professional tools
Pushing/Pulling	R	Presentation equipment; TV/VCR cart
Reaching	O	Office supplies/equipment, books, reports on shelves
Handling	F	Office supplies, office equipment, testing saws, drawings, documents, reports, files, boos, professional tools
Fine Dexterity	O	Computer keyboard, calculator, writing, occasional drawing
Kneeling	R	Inspections in the field
Crouching	R	Inspections in the field
Crawling	N	
Bending	O	Inspections in the field
Twisting	O	Inspections in the field
Climbing	R	Ladder, step stool
Balancing	R	Inspections in the field
Vision	C	Computer, desk work, inspections, repair or maintenance on equipment, use of office equipment, driving
Hearing	C	Telephone, co-workers, staff, vendors, customers, citizens, general public, meetings, presentations
Talking	C	Telephone, co-workers, staff, vendors, customers, citizens, general public, meetings, presentations
Foot Controls	F	Driving
Other (specify)	N	

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Computer, laser or inkjet printer, copy machine, fax machine, telephone, calculator, drawing instruments, motor vehicle, urban forestry and landscape maintenance tools and equipment, Standard Microsoft Windows and Office software, QBIC work management software, Tree Manager, Evergreen and similar programs

**ENVIRONMENTAL FACTORS:**

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	S
Chemical Hazards	S	Extreme Temperatures	W
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	W
Communicable Diseases	N	Darkness or Poor Lighting	W
Physical Danger or Abuse	S		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	X

(1)

(2) Construction sites

**PROTECTIVE EQUIPMENT REQUIRED:**

Hard hat (on construction site)

**NON-PHYSICAL DEMANDS:**

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	F
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 3 below)	N

(3)